

CLASSIFICATION

EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement
Awards CommitteeSUGGESTION NO.
2350163

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED ☐ ADOPT DATE IMPLEMENTED ☒ DECLINE ☐ OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The FAC discussed the suggestion that lockers be installed at various points in the Headquarters building for the use of staff employees visiting from other buildings. The Commission is opposed to such an installation. We have long advocated that public hallways be kept as simple and uncluttered as possible. Moreover, such lockers, by their very nature, are not aesthetic. Finally, we have concerns about security hazards because there would be no way to control what is placed in these lockers. An alternative solution might be a coat room, but this approach would have to be approved by the Office of Logistics.

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE
9 July 1985

SIGNATURE OF EVALUATOR (Type name and title)

DATE

CONCURRENCE OF DIRECTORATE COMMITTEE MEMBER OR PROGRAM COORDINATOR

STAT

TANGIBLE AWARDS SCALE

Approved For Release 2005/08/02 : CIA-RDP87-01130R000200020001-6

A cash award may be made for an employee contribution that exceeds job requirements and results in tangible benefits having a value of \$250 or more. The amount of such award shall be not less than \$25 and shall normally be based on a reasonable estimate of net monetary benefits for the first full year of operation following the contribution. The amount of the award is determined in accordance with the table and other provisions of this section, unless for special reasons the head of the agency determines that a different amount is justified; if so, reasons must be documented in support of the action taken.

<u>Tangible Benefits</u>	<u>Amount of Award</u>
\$250 to \$10,000	10%
\$10,000 to \$100,000	\$1,000 plus 3% of excess over \$10,000
Over \$100,000	\$3,700 plus .5% of excess over \$100,000

INTANGIBLE BENEFITS GUIDE

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:			
	One office or installation; or a small area of science and technology.	Several offices or installations; or an important area of science and technology.	An entire area or Directorate. May be applicable to all of an independent agency or a large bureau.	Several areas or Directorates, or an entire department, or large independent agency, or in the public interest throughout the nation or beyond.
MODERATE. Modification of an operating principle or procedure; an improvement of rather limited value	\$25-100	\$100-250	\$250-500	\$500-1000
SUBSTANTIAL. Substantial modification of an operating principle or procedure; an important improvement.	\$100-250	\$250-500	\$500-1000	\$1000-2500
HIGH. Complete revision of a basic principle or procedure; a highly significant improvement.	\$250-500	\$500-1000	\$1000-2500	\$2500-5000
EXCEPTIONAL. Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1000	\$1000-2500	\$2500-5000	\$5000-10000
APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.				

GOOD EVALUATIONS ESTABLISH CREDIBILITY

- Treat each suggestion as important—it is to both the suggester and management!
- Be prompt in responding; use an interim report to the suggester if necessary.
- Approach suggestions with a positive attitude. If the entire suggestion cannot be adopted consider whether it may be adopted in part or modified. (In these instances, the suggester may be entitled to an award based on the extent of influence the suggestion contributed to management's action.) Be certain the reasons for the action are understood. If you cannot adopt a suggestion, do not dwell on or overemphasize its disadvantages.
- Write answers that YOU would be willing to accept. Avoid a cold, impersonal or superior tone.
- Keep your evaluation short. Do not write 300 words if 50 will do the job, and do not overwhelm the reader with detail.
- Write the answer with the suggester in mind. Use language that the suggester will understand. (A responsive answer often eliminates requests for reconsideration.)
- Start your evaluation with a brief summary of the suggestion so that the suggester knows you understood the proposal. Follow with reasons for decision and conclude with an expression of appreciation for participation in the program.
- Avoid words or statements that might "turn off" suggesters, such as: "Scheme" "Impractical" "Gadget" "Reject" "Unoriginal."
- Consider the legal aspects of your response. Remember that laws and regulations can be changed. The fact that a current law or regulation does not permit what is suggested is not a valid reason for not adopting it.

TREAT IT RIGHT—WRITE IT RIGHT—EXPEDITE

Approved For Release 2005/08/02 : CIA-RDP87-01130R000200020001-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Executive Secretary
Suggestion and Achievement
Awards Committee

EXTENSION

NO.

2850158

DATE

9 May 1985

TO: (Officer of
building)

Number, and

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. [Redacted]
6E18 Headquarters

7/9

7/9

OS

For your review and evaluation
please. OL is also evaluating.

Thank you.

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EXECUTIVE SECRETARY

SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE

3 No 5

11.

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13.

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15.

A Response to the Agency
Suggestion and Achievement
Awards Committee is due on

9 July 1985

TITLE OR SUBJECT OF SUGGESTION Short term lease lockers	SUGGESTION NO. 2850158
PRESENT METHOD None	
I SUGGEST ...that short term lease lockers be installed in the ground shuttle entrance tunnel; the NE entryway; and the NW entryway for the use of staff employees visiting from other buildings. Many have business in Headquarters in several different office and find themselves uncomfortable to have to carry their possessions, ie coats, boots and umbrellas. The need is also necessary in the summer months for umbrellas or purchases from the EAA. This is probably against some federal law for the USG to finance and receive profits from lockers of this type, therefore I suggest EAA administer these. Or, if possible the USG could administer perhaps using slugs for the key retrieval.	
ADVANTAGES It is a burden and possibly a deterrant to headquarters visits by employees when they are encumbered with accessory paraphanelia. This feature would perhaps encourage employees to attend more of the events in the auditorium.	

Form 244
(6-80)

USE PREVIOUS
EDITIONS

CLASSIFY AS APPROPRIATE

☐ DCL ☐ RVW _____
DRV _____ BY _____

(47)